

**ASSOCIATE - RENEWAL NOTICE**  
**INVOICE – AMOUNT DUE \$212.00 ON OR BEFORE JULY 1, 2016**

**Complete all items below \*\* (please print). Incomplete form will be returned and will delay the renewal.**

**Kentucky Real Estate Appraisers Board**  
**135 W. Irvine Street, Suite 301, Richmond, KY 40475**  
**Phone: (859) 623-1658 – Fax: (859) 623-2598 – Website: www.kreab.ky.gov**

**\*\*Name:** \_\_\_\_\_

**\*\*Company Name:** \_\_\_\_\_

**\*\*Address:** \_\_\_\_\_  
\_\_\_\_\_

**\*\*City, State, Zip:** \_\_\_\_\_

- Incomplete Forms will be returned!
- Signature Required!
- Fill in all blank fields!
- Continuing Education must be completed before you can renew!

1. **\*\*Email Address:** \_\_\_\_\_

2. **\*\*Work Phone:** \_\_\_\_\_

3. **\*\*Home Phone:** \_\_\_\_\_ 4. **\*\*Fax No:** \_\_\_\_\_ 5. **\*\*Mailing Address County:** \_\_\_\_\_

6. Associate Appraisers must list current supervisor(s): **\*\***(1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_

7. Have you ever been convicted of a felony or misdemeanor in the past twelve months? (excluding traffic offenses)

☐ **Yes**   ☐ **No**

8. Have any disciplinary action been brought against any license or certificate held by you in the professional appraisal practice in the past twelve months? ☐ **Yes**   ☐ **No**

9. Have you previously held a license with the KREAB or another State appraiser agency? ☐ **Yes**   ☐ **No**

10. Are you currently in good standing with all agencies and commissions with whom you hold a license or certification? ☐ **Yes**   ☐ **No**   ☐ **N/A**

11. In the past 12 months, have you had an application for certification or licensure as an appraiser denied by any agency within the State of Kentucky or any other State? If yes, please explain and submit a copy of the denial notice. ☐ **Yes**   ☐ **No**

12. In the past 12 months, have you been reprimanded or fined or had a license or a certificate or a registration suspended, revoked, restricted, denied, or surrendered in Kentucky or any other State by any agency that has granted you a license, certificate or registration to engage in a regulated occupation, trade or profession? If yes, provide explanation in writing, and provide a copy of any documentation that describes the charges against you, and the action taken by the appropriate agency. ☐ **Yes**   ☐ **No**

13. Are you the subject of ANY pending investigation, administrative sanction proceeding, hearing, trial or similar action by any agency that has granted or denied you a license, certificate, or registration to engage in a regulated occupation, trade or profession? If yes, explain and submit a copy of any documentation describing the charges against you.

☐ **Yes**   ☐ **No**

14. In the past 12 months, have you entered a plea of nolo contendere, been found guilty of, or convicted of a *felony*? If yes, provide in writing an explanation of the facts of the offense and identify the location of the jurisdiction of the proceedings.

Include a copy of all final court documents identifying the charges and assessing the penalties. ☐ **Yes**   ☐ **No**

15. In the past 12 months, have you entered a plea of nolo contendere, been found guilty of, or convicted of a *misdemeanor*? If yes, provide in writing a full explanation of the facts of the offense and identify the location of the jurisdiction of the proceedings. Include a copy of all final court documents identifying charges and assessing penalties. ☐ **Yes**   ☐ **No**

16. Are you now awaiting trial or sentencing in any criminal proceeding? If yes, provide in writing a full explanation of the facts of the alleged offense and identify the location of the proceedings. ☐ **Yes**   ☐ **No**

17. In the past 12 months, has any disciplinary action ever been brought against you as a member of any professional organization or trade association? If yes, provide an explanation in writing and include a copy of any document reflecting the allegations and the final action or decision, if it has been rendered. ☐ **Yes**    ☐ **No**

**Please note all items listed below:**

- **All** Kentucky licensed/certified appraisers MUST complete 14 hours, of which 7 of the 14 hours must be the 2016-2017 edition of the National USPAP Update Course, of continuing education by **May 15, 2016**. All education must be completed between **May 16, 2015 – May 15, 2016** and submitted to the Board by **May 31, 2016**. **201 KAR 30:125** **Non-compliance with either of the requirements specified in this section shall cause the applicant's renewal application to be deemed to be late, which shall result in a \$200 late fee for renewal.**
- Return this **completed** form (signature required) and a check in the amount of **\$212.00** made payable to the KREAB on or before July 1, 2016. Any renewals postmarked July 2, 2016 or later will be considered late and a \$200.00 late charge will be required before license will be issued.
- A period extending from July 2, 2016 – December 31, 2016 provides for automatic renewal upon receipt of the \$212.00 fee plus a \$200.00 late charge. During this time, your license will no longer be valid and you cannot perform appraisals during this period until your license has been reinstated. If your license has not been renewed by January 1, 2017, you must submit a new application and reapply as a new applicant.
- All return checks will be assessed a \$25.00 service fee. The Board may assess a \$200.00 penalty fine for checks returned after July 1, 2016.

To expedite the renewal process, please fax (859) 623-2598, email [Angie.Thomas@ky.gov](mailto:Angie.Thomas@ky.gov) or [Kim.Mathias@ky.gov](mailto:Kim.Mathias@ky.gov) or mail course completion certificates to the board upon completion of the course.

**\*\*SIGNATURE REQUIRED:** \_\_\_\_\_

**Form will be returned if not signed. Renewal will not be processed until form is complete and signed.**